



Sheila Gurrie, City Clerk

2018 Priorities

- 2018 Municipal Election
- Records Content Management
- Procedure Bylaw Renewal
- Implementation of Escibe software
- Communication and Community Engagement Support

About Legislative Services

The Legislative Service department works closely with Mayor & Council to carry out direction from Council and to ensure that the responsibilities outlined within the *Community Charter* are followed.

Our department oversees Council and Committee meetings, prepares agendas and minutes for these meetings, and processes City bylaws.

The Legislative Services department ensures records are available to the public through the City's records management program. Our department also receives Claims for Damages on behalf of the City, and processes Freedom of Information and Protection of Privacy requests. Every 4 years our department prepares and conducts municipal elections. From time to time there is a need to hold other types of voting opportunities such as: a by-election (to fill a vacancy) or Other Voting (to respond to a referendum question).

In addition, we now provide Communications support for the City to keep residents informed of City services and initiatives.